

5 FAM 960 PUBLICATIONS

5 FAM 961 GENERAL

(TL:IM-4: 6-30-92)

- a. The Library (DS/IMIS/OIS/LR) acquires foreign and domestic foreign affairs publications for the central library.
- b. The Library's annual acquisition plan estimates the general use information needs of the Department and funds purchases.
- c. Bureaus and offices fund exclusive-use acquisitions made through the Library.
- d. All publications funded by the Department are government property. Bureaus and offices must send no-longer-needed exclusive-use publications to the Library for review and ultimate disposal.

5 FAM 962 PRINTING AND COPYING SERVICES

(TL:IM-4: 6-30-92)

Under Title 44, U.S.C. (Printing and Binding Act), Government printing must be done by or through the Government Printing Office (GPO) unless;

- (1) The GPO cannot provide the printing services;
- (2) The printing is done in field printing plants operated by an executive agency;
- (3) The printing is acquired by an executive agency from allotments for contract field printing; or
- (4) The printing is specifically authorized by statute to be done by someone other than GPO.

5 FAM 962.1 Department Services

(TL:IM-4: 6-30-92)

- a. The Publishing Services Division (DS/IMSO/OIS/PS) is the designated central printing authority for the Department. DS/IMSO/OIS/PS offers or provides for the following services:

(1) Printing services—general printing, reproduction and photocopying for stationery, and publications;

(2) Typesetting services—page composition by photo typesetting or computerized page/publication and mark up;

(3) Graphic services—art work, designs, presentations, charts and slides;

(4) Editorial services—reviews manuscripts to ensure readability, corrects, grammar, eliminates superfluous and sexist language; coordinates artwork in publications; consults and advises Bureaus on editorial and production matters; and

(5) Distribution services—distributes publications issued by and on behalf of the Department, distributed Congressional publications, provides reference services for Department publications.

b. The Office of Information Services (DS/IMIS/OIS offers or provides for filming services such as microfilm and microfiche.

5 FAM 962.2 Acquiring Publishing Services

(TL:IM-4: 6-30-92)

a. Use Form DS-5R (Department of State Requisition for Publishing, Reproduction, and Distribution Services) to request printing, editorial, and distribution services; copies of Government publications; and paper and supplies for photocopiers. Attach materials for printing or editorial service to the DS-5R.

b. Obtain blank copies of Form DS-5R from DS/IMIS/OIS/PS or bureau budget offices.

c. Offices are charged for the editorial, reproduction, and distribution services that are provided by or through the Publishing Services Division (DS/IMIS/OIS/PS). Rates are listed in the Working Capital Fund Price Schedule.

5 FAM 962.3 Graphics Services

(TL:IM-4: 6-30-92)

a. Use Form DS-1141 (Project Request) to request graphic services from the Graphics and Editorial Services Branch (DS/IMIS/OIS/PS/GE). Attach materials for graphics service to Form DS-1141. Blank copies of Form DS-1141 may be obtained from that office.

b. Request services for exhibits from A/OPR/FMSS/GS/TS. Use Form DS-1141 (Project Request) to request exhibit services from Technical Services Branch (A/OPR/FMSS/GS/TS) six weeks in advance of the event. Deliver materials for the exhibit to GS/TS three weeks in advance.

5 FAM 962.4 Microfilming Services

(TL:IM-4: 6-30-92)

a. The Micrographic Records Handbook (5 FAH-8) provides guidance on acquiring and using micrographic equipment and services.

b. Send Form DS-1751, Microfilm Project Proposal, to DS/IMIS/OIS/RA/RD to obtain approval for micrographic equipment and services including compute output microfilm and micropublishing. DS/IMIS/OIS/RA/RD forwards approved requests to A/OPR/ACQ.

5 FAM 962.5 Non-Department Services and Equipment

(TL:IM-4: 6-30-92)

DS/IMIS/OIS/PS evaluates contractor proposals and reviews the work in progress. DS/IMIS/OIS/PS must also approve any product cost increases and substantive modifications and ensure compliance with all pertinent policies.

5 FAM 962.6 Photocopying

(TL:IM-4: 6-30-92)

a. DS/IMIS/OIS/PS establishes common copy centers, reviews and approves photocopier acquisition requests, and reviews procurement methods and sources of supplies, such as paper, toner, ink and duplicating masters.

b. Bureaus needing under 60,000 copies a month may submit a memorandum to DS/IMIS/OIS/PS requesting approval to rent or purchase a photocopier. DS/IMIS/OIS/PS review considers the direct and indirect costs of copying when deciding whether contracting or in-house services are more economical. Send DS/IMIS/OIS/PS Form DS-1863 (Request for Acquisition of Photocopier) that states:

- (1) The location (building and room number) of the photocopier;
- (2) The estimated number of copies per month;
- (3) Special features required, such as copying from bound books, reduction, sorting, or two-sided copying;
- (4) A list of offices that will use the photocopier; and
- (5) The name of the key operator.

c. When ordering a photocopier through the Acquisition Division (A/OPR/ACQ), attach a copy of the DS/IMIS/OIS/PS approval memorandum.

5 FAM 963 ELECTRONIC AND DESKTOP PUBLISHING EQUIPMENT

(TL:IM-4: 6-30-92)

a. Electronic and desktop publishing equipment may include integral or component equipment with graphics and word processing capabilities, laser printers, and systems that merge text and graphics; and is available through Federal Supply Schedule contracts.

b. To request electronic and desktop publishing equipment, send DS/IMIS/OIS/PS a memorandum with the following:

- (1) Projects designed for production on the equipment;
- (2) How the project is currently being produced and by when office (if not the requesting office);
- (3) How long the equipment will be used;
- (4) Expected operational efficiencies;
- (5) Analysis of leasing costs and purchase options; and
- (6) Analysis of training costs.

c. DS/IMIS/OIS/PS will evaluate the request and respond with a memorandum indicating approval or disapproval, modifications, and/or suggestions. When ordering electronic and desktop publishing equipment through the Acquisition Division (A/OP/ACQ), attach a copy of the DS/IMIS/OIS/PS approval memorandum.

5 FAM 964 THROUGH 969 UNASSIGNED